How to Download and Log into Microsoft Teams

Step 1: Go to Your App Store

- On iPhone/iPad → open the App Store
- On Android → open the Google Play Store

Step 2: Search for "Microsoft Teams"

- Look for the app with the purple "T" logo.

Step 3: Download the App

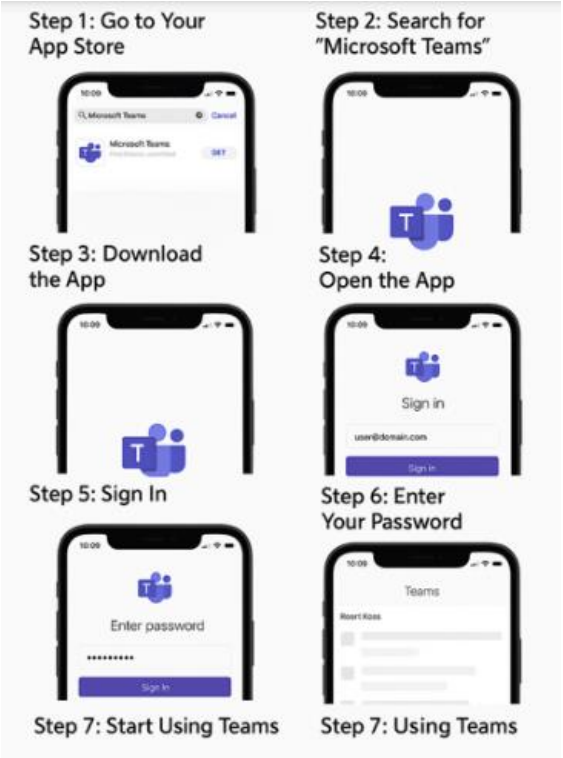
- Tap Get (iOS) or Install (Android).
- Wait for it to finish downloading.

Step 4: Open the App

- Once installed, tap Open.

Step 5: Sign In

- Enter your work/school email or Microsoft account.
- Tap Sign in.



Step 6: Enter Your Password

Step 7: Start Using Teams

- After signing in, you'll see your Teams dashboard with chats, meetings, and calendar.